



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## STAFF ATTORNEY SUPERVISOR

Job Number: 20001888

Job Code: 98260V161016

Job Group: 9800 - LAW

Job Established: 06/16/1985

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$25,644 - Hourly

\$4,167.00 - 37.5 Hr. Monthly Salary

\$4,444.96 - 40 Hr. Monthly Salary

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as supervisor for attorney and non-attorney staff. Provides a variety of legal services both complex and specialized in nature; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

See Special Requirements.

#### **EXPERIENCE:**

Must have four years experience in the practice of law.

#### **Substitute EDUCATION for EXPERIENCE:**

A Master of Law degree will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be licensed to practice law in the Commonwealth of Kentucky or comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, supervises, assigns, coordinates and evaluates the work of designated attorney and non-attorney staff. Handles complaints and grievances of designated attorney and non-attorney staff. Responsible for the preparation of trial and argument of cases before state and federal courts and administrative forums. Performs specialized legal services relating to one or more specific areas of the law. Trains regionally and statewide. Prepares, tries and argues complex cases (including capital cases) in state and federal courts as counsel or co-counsel. Drafts bills to be introduced to the state legislature and reviews and comments on proposed legislation as directed. Prepares articles for legal publications. Serves on inter- and intra-agency committees as directed. Represents the agency head and/or advises agencies during meetings of various state boards, commissions or similar entities. Reviews and makes recommendations on agreements and other actions by an agency. Drafts and reviews proposed administrative regulations. Prepares legal opinions. Recommends policy and procedures to conform with applicable laws and regulations. Reviews contracts, official orders and other documents for form and legality. Provides legal advice to agency personnel.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are performed primarily in both office and courtroom settings. Travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*